

CA1  
CS  
-29H51

**Civil Service Commission of Canada**  
**How Appointments are made in the ....**

CAI

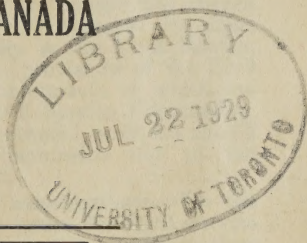
CS

-29H51

CIVIL SERVICE COMMISSION OF CANADA  
OTTAWA, CANADA

---

# **HOW APPOINTMENTS ARE MADE IN THE PUBLIC SERVICE OF CANADA**



Ottawa  
F. A. ACLAND  
Printer to the King's Most Excellent Majesty  
1929





## HOW APPOINTMENTS ARE MADE IN THE PUBLIC SERVICE OF CANADA

---

The Canadian Civil Service Act provides that positions in the Public Service of Canada shall be filled by the Civil Service Commission, and enacts that "appointments shall be upon competitive examination."

**Exceptions.**—Exception is made of certain classes of positions, including skilled and unskilled labourers, and employees of the Preventive Service and of the Income Tax Branch of the Department of National Revenue, which, while nominally in the Civil Service, are not subject to the provisions of the Civil Service Act, and appointments to which are not made by the Civil Service Commission. Applicants for such excepted positions should not apply to the Commission but to the department concerned.

**Place and date of examinations.**—For the positions which come under the Civil Service Act, two types of competitive examinations are held. For clerical and stenographic positions at Ottawa, examinations are usually held throughout Canada twice a year, in spring and fall. For other positions, applications are invited by public advertisement and examinations are held, when and where required.

**Residence and citizenship.**—Candidates must be British subjects and have resided in Canada for at least three years. Returned soldiers who are not yet British subjects but have made application for naturalization papers may be admitted to examinations but cannot be appointed until their naturalization is complete.

**Field of competition.**—The headquarters of each department is at Ottawa, and such headquarters positions are open to competition among the citizens of the Dominion generally. For local positions outside Ottawa, however, preference is given to qualified residents of the locality where the position exists.

**Physical fitness.**—Candidates should not apply for positions for which they are not physically fit, as they may be rejected for either temporary or permanent employment on this account.

**Veteran and disability preference.**—The Civil Service Act gives preference, among candidates possessing the necessary qualifications, first to persons in receipt of pensions for war disabilities, who, by reason of their disability, are not able to continue their pre-war occupation and have not been successfully re-established, and secondly, to persons who have been on active service overseas or on the high seas.

**Examination in French or English.**—Applications for examination may be made and examinations may be taken in either English or French.

**Notification of examination results.**—Candidates are notified, as soon as possible, of the result of their examinations.

**Appointments in order of merit.**—Appointments are made in order of merit from the successful candidates at the examinations, the number of appointments made being dependent upon the number of requisitions for additional employees filed with the Commission by the various departments.

**Principle of promotion.**—The Civil Service Act provides that all vacancies “as far as is consistent with the best interests of the Service” shall be filled by promotion.

**Clerical and stenographic examinations.**—Probably the greatest number of openings are to be found in clerical and stenographic positions, entrance to which is by competitive written examinations usually held twice a year in May and October. These examinations admit to Grades 1 and 2, while the higher grade positions are usually filled by promotion within the departments. Clerks, Stenographers and Typists in Grade 1 begin at an annual salary of \$720, with yearly increases at the rate of \$60 until a maximum of \$1,020 is reached. The salaries for Grade 2 begin at

\$1,080 with an annual increase of \$60 and a maximum of \$1,380. Grade 1 is considered the junior entrance class and no experience is insisted upon, though primary school education is essential and preferably some high school training. For Grade 2, candidates should have two years of high school education or the equivalent. Candidates who have education equivalent to high school graduation are much better equipped for advancement in the Service since for the higher grade positions, usually filled by promotion, higher educational qualifications are very desirable.

The clerical classes contain a great variety of positions involving different duties such as bookkeeping or accounting, stenography, typewriting, statistical work, filing, the keeping of stores and supplies, general office records, and correspondence. The examinations for these stenographic and clerical classes consist of written tests in subjects designed to estimate fitness for the office duties which pertain to the position, e.g., shorthand, typewriting, arithmetic, bookkeeping, tabulating, spelling, letterwriting and office practice. Further details regarding the various kinds of clerical positions, the subjects of examination for each and the ground covered in the examination papers, may be found in the pamphlet "Examinations for Clerks, Stenographers and Typists", referred to in the last paragraph of this booklet.

**Customs-Excise examinations.**—Positions in the Department of National Revenue which cannot be filled by promotion are filled by local competition. The entrance to this department is by way of such positions as Customs Truckman, Customs Excise Examiner, Customs Excise Clerk, Customs Excise Enforcement Officer and Sub-Collector of Customs and Excise (Limited Service). Vacancies are locally advertised and applications are invited by the Civil Service Commission. Primary school education is essential, and for most positions this should be supplemented by high school or business college training. Duties include customs examining and incidental clerical work, the enforcement of customs regulations and the handling and custody of goods at customs warehouses. The



initial salary of Customs Excise Clerk and Customs Excise Examiner is \$1,200 per annum with an annual increase of \$120 and a maximum of \$1,740. The examinations consist of written and oral tests along the lines of the duties, and a rating on education and experience. Further information is contained in the pamphlet "Examinations for the Customs Service" referred to in the last paragraph of this booklet.

**Postal examinations.**—In the Postal Service only the junior grade positions, Postal Helpers, are filled by local competition. Appointments to positions as Postal Porters, Postal Clerks, Letter Carriers and Railway Mail Clerks, are made by promotion from the entrance class. The initial salary for Postal Helpers is \$1,020 per annum with an annual increase of \$120 up to \$1,320. The examinations for Postal Helpers consist of written and oral tests of the candidate's capacity for postal work, and physical fitness is essential. Further particulars are contained in the pamphlet "Examinations for the Postal Service" referred to in the last paragraph of this booklet.

**Special and technical positions.**—Some of the special and technical positions which are from time to time filled by public competition and for which applications are publicly invited, are as follows:

Accountants

Actuaries

Agricultural experts for service in the Live Stock, Experimental Farms, Health of Animals, Dairy and Cold Storage, Seed, Entomological and Fruit Branches of the Department of Agriculture

Auditors

Canal employees

Chemists

Draftsmen, including Architectural and Map Draftsmen

Egg Inspectors

Engineers, including Chemical, Civil, Electrical, Mechanical, Mining and Research Engineers

Fishery Officers, including Fishery Overseers, Hatchery Helpers, Hatchery Assistants, Inspectors of Fish Curing and Packing, and District Fishery Inspectors

Foresters

Geologists

Immigration Officers, including Immigration Inspectors, Conductresses and Emigration Agents

Inspectors of Electricity and Gas

Inspectors of Food and Drugs

Inspectors of Weights and Measures

Junior Trade Commissioners

Lay Inspectors

Librarians

Poultry Inspectors

Prison Guards

Radio Operators and Engineers

Seed Analysts

Statisticians

Survey Employees for Geodetic, Geological, Hydrometric and Topographical Surveys

Veterinary Inspectors.

**Other pamphlets.**—Other pamphlets issued by the Commission, and available on request, are as follows:

Examinations for Clerks, Stenographers and Typists.

Examinations for the Customs Service.

Examinations for the Postal Service.

Examinations for Junior Trade Commissioners.

Occupational Opportunities in the Civil Service.

University Graduates in the Civil Service.

Promotion in the Civil Service.

Sample Examination Papers (available from the King's Printer, Ottawa. Price, 25 cents).



Examiners, including Chemical, Civil, Electrical, Mechanical, Mining and Metallurgical, and Sanitary.

Examiners, including Fishery, Forestry, and Veterinary.

Examiners, including Agriculture, Horticulture, and Forestry.

Examiners, including Agriculture, Horticulture, and Forestry.

Examiners, including Agriculture, Horticulture, and Forestry.

Examiners, including Agriculture, Horticulture, and Forestry.

Examiners, including Agriculture, Horticulture, and Forestry.

Examiners, including Agriculture, Horticulture, and Forestry.

Examiners, including Agriculture, Horticulture, and Forestry.

Examiners, including Agriculture, Horticulture, and Forestry.

Examiners, including Agriculture, Horticulture, and Forestry.

Examiners, including Agriculture, Horticulture, and Forestry.

Examiners, including Agriculture, Horticulture, and Forestry.

Examiners, including Agriculture, Horticulture, and Forestry.

Examiners, including Agriculture, Horticulture, and Forestry.

Examiners, including Agriculture, Horticulture, and Forestry.

Examiners, including Agriculture, Horticulture, and Forestry.

Examiners, including Agriculture, Horticulture, and Forestry.

Examiners, including Agriculture, Horticulture, and Forestry.





Oxford 